



# TOWN OF LOS GATOS

COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION  
www.LosGatosCA.gov/building

CIVIC CENTER  
110 E. MAIN STREET  
~~P.O. Box 949~~  
~~LOS GATOS, CA 95031~~  
LOS GATOS, CA 95030

## FAX Inspection Request

**Fax must be received by 12:00 PM**  
**(408) 354-7593**

Inspection requests scheduled by FAX will be accepted up to **12:00 P.M.** the business day before the date requested. Community Development counter hours are open Monday-Friday 8:00 a.m. to 1:00 p.m., and phone available Monday-Friday 8:00 a.m. to 4:30 p.m., except holidays. Town of Los Gatos inspection hours are Monday-Friday 9:00 a.m. to 3:00 p.m., except holidays.

If the required information is not left, your inspection will not be scheduled! Your Inspector will call you to confirm your inspection request the day before your requested inspection.

**The following information is required when requesting an inspection:**

- **Date requested for inspection** *(example: Tuesday, March 22)* \_\_\_\_\_
- **AM / PM or No Preference** \_\_\_\_\_
- **Project Address** \_\_\_\_\_
- **Building Permit Number(s) \*** **B** \_\_\_\_ - \_\_\_\_\_  
*(example: Building # B04-0111)*
  - ≡ **Type of Inspection(s)** \_\_\_\_\_  
*(example: Foundation, Shear Nail, Rough Electrical, Above Ceiling)*
  - Electrical Permit Number(s) \*** **E** \_\_\_\_ - \_\_\_\_\_  
*(example: Electrical #E04-222)*
    - ≡ **Type of Inspection(s)** \_\_\_\_\_  
*(example: Rough Electrical)*
    - Mechanical Permit Number(s) \*** **M** \_\_\_\_ - \_\_\_\_\_  
*(example: Mechanical #M04-222)*
      - ≡ **Type of Inspection(s)** \_\_\_\_\_  
*(example: Rough Mechanical)*
      - Plumbing Permit Number(s) \*** **P** \_\_\_\_ - \_\_\_\_\_  
*(example: Plumbing #P04-222)*
        - ≡ **Type of Inspection(s)** \_\_\_\_\_  
*(example: Gas test, Rough Plum, Rough Frame)*
- **Contact Name** \_\_\_\_\_
- **Contact Phone Number** \_\_\_\_\_

*\*For Applicants Use* B0 \_\_\_\_ - \_\_\_\_\_  
E0 \_\_\_\_ - \_\_\_\_\_

P0 \_\_\_\_ - \_\_\_\_\_  
M0 \_\_\_\_ - \_\_\_\_\_

